

Los Alamos
National Laboratory

TA-53 Facility Management
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TA-53 Procedure

TA-53 Emergency Notification

53FMP 109-01.02

Revision date: November 1, 1997

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APPROVALS

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1.0 Introduction

Certain situations, such as a bomb threats, facility-wide or multiple-building evacuations, or emergencies, may require the prompt dissemination of information to employees at TA-53. Since the TA-53 Facility Manager's office has facility-wide responsibilities for emergency preparedness, it serves as a central point of contact for notifications and coordination with EM&R and other Laboratory organizations.

2.0 Purpose

This procedure specifies a method for promptly disseminating information to organizations and individuals at TA-53. It is intended primarily for emergency situations, but may be used at other times when such a means of communication is necessary.

3.0 Scope

This procedure will be used primarily by LANSCE-FM. However, all organizations and personnel at TA-53, including contractors and visitors, are responsible for carrying out its provisions.

4.0 Definitions

- 4.1. Incident Commander (IC). An individual, normally from the Fire Department or the Laboratory's Emergency Management & Response (EM&R) group, who is trained and qualified per OSHA and New Mexico state requirements and has authority and responsibility for command and control at an incident scene.

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5.0 Responsibilities

Who	Responsibility
TA-53 Facility Manager	<ul style="list-style-type: none"> • Initiate the TA-53 emergency notification procedure and notify the TA-53 Owner (DDLANSCE) • Maintain a current list of TA-53 phone and e-mail contacts • Periodically test the TA-53 emergency notification procedure • Ensure that FMDs and line managers are made aware of the requirements of this procedure • Specify locations for Sitewide Area Notification System (SWANS) radios and train appropriate personnel on radio use and response to SWANS messages • Establish notification agreements with EM&R and facility tenants as needed
TA-53 line managers	<ul style="list-style-type: none"> • Relay emergency instructions to personnel in their areas of ownership • Notify LANSCE-FM of emergencies and urgent situations
Employees, visitors, and contractors	<ul style="list-style-type: none"> • Call "911" and notify supervisor/line manager of emergencies and urgent situations • Follow instructions given in notifications

6.0 Precautions and Limitations

Emergency response instructions for TA-53 employees working at or visiting other Laboratory facilities will be given by the Incident Commander or senior manager at that facility.

7.0 Procedural Steps

7.1 Initial Notification.

7.1.1. "911" shall be called immediately if an emergency or urgent situation requires professional emergency response. TA-53 Facility Manager's office (5-2584) or EM&R (7-6211) should be notified of non-emergency incidents such as spills or major utility problems. Sitewide Area Notification System (SWANS) radios, if available, may be used to contact EM&R, though "911" should be called first if life or property is at risk. The FM office shall be notified as soon as possible of "911" calls, or other actual or potential emergency situations or incidents. If the FM office is the first to receive notification, the notification shall be passed on "911" or EM&R immediately.

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7.1.2. Emergency Management and Response shall immediately notify the FM office or Facility Manager Designee (FMD) of any situation requiring actual or potential dispatch of emergency response resources to TA-53 or emergency response actions at TA-53. This notification may be made by phone, by SWANS radios, or other means.

7.2 Facility Notification Implementation. The TA-53 Facility Manager (FM) has the authority to implement the emergency notification procedure. In situations where incident command has been established, the Incident Commander may also make this determination. The FM will notify the TA-53 Owner (DDLANSCE) as soon as practicable that the procedure has been implemented.

7.3. Emergency Instructions. In situations where incident command has been established, emergency response instructions are issued by the IC to the FM, Facility Manager Designee or senior manager at the facility. In other situations, instructions are issued directly by the FM, FMD, or senior manager at the facility. Emergency instructions may be issued by EM&R via SWANS radios, but must in most cases will be disseminated further using this procedure. Any SWANS radio holder who receives individual instructions from EM&R should notify the FM office.

7.4. Transmission of Instructions.

7.4.1. During normal working hours, the specific emergency response instructions are given by the FM, FMD, or senior manager at the facility to designated Facility Management personnel (normally the group administrator and other available staff) for initial dissemination. Time permitting, these instructions should be in written form for clarity.

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NOTE

To the extent possible, the following actions should be taken in parallel. If only certain buildings or areas must be notified, select the appropriate actions. A listing of TA-53 phone and e-mail contacts is maintained in the LANSCE-FM group office and by the ES&H Team Leader, and is posted on the LANSCE-FM ES&H bulletin board in MPF-882. Additionally, a current list is periodically distributed to controlled TA-53 document holders to keep as an attachment to this procedure.

7.4.2. The designated Facility Management personnel:

- Give a specific emergency message to the LANSCE Visitor Center (7-7396) to be broadcast to all areas served by the LANSCE paging system. As an alternate, when the LANSCE Central Control Room (7-5729) is operational, CCR can make the announcement. CCR can also make an announcement to selected experimental areas if needed. If a Laboratory notification message is received on the SWANS radios, the Visitor Center or CCR should verify with the FM or Incident Commander the nature of the message to be broadcast on the paging system.
- Call the Lujan Center paging system number (maintained by the LANSCE-FM group office and CCR) and announce the emergency message to Lujan Center employees (this is a live announcement).
- Phone the TA-53 entrance station (5-7471), inform the attendants of the situation, and provide any instructions for access control.
- Phone group/center/program office leaders at TA-53 (beginning with those not served by a paging system) and instruct them to relay the emergency instructions to personnel in their areas.
- If time permits, send an e-mail message to group/center/program office leaders with the specific emergency response instructions.

7.4.3. During non-duty hours, the Incident Commander, FM/FMD, or senior person at the facility (in that order) is responsible for notification of personnel on site. Paging system announcements, building sweeps, phone contacts, and other means should be used with available resources to ensure that personnel are notified.

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7.5 Notification of Personnel.

WARNING

Personnel shall not be sent into areas of possible danger to perform sweeps or searches. Emergency instructions shall include information on areas to be avoided.

7.5.1. The goal of the notification process is to provide the emergency instructions to all personnel at the facility, including contractors and visitors, as soon as possible. Building sweeps or checks may be necessary. Line managers are responsible for knowing the boundaries of their areas of ownership and for determining the most effective means of notifying persons in their areas.

7.5.2. If required, notices may be posted on building entrances or gates to alert personnel.

7.6. Searches. If a building search is deemed necessary (e.g., in the case of a bomb threat), the Incident Commander shall provide instructions to the FM/FMD and TA-53 personnel assisting in searches. Searches shall be conducted in a manner that does not endanger untrained/unqualified employees. Building managers and Facility Management staff who could be involved in such actions should attend Laboratory course 5906, "Handling Bomb Threats."

8.0 Required Records

LANSCF-FM shall maintain a current listing of TA-53 phone and e-mail contacts and a listing of SWANS radio locations.

9.0 References

- LANL Emergency Management Plan
- 53FMP 109-01 "Building Evacuations"
- 53FMP 109-03 "General Emergency Preparedness Procedures"

10.0 Attachments

- TA-53 SWANS Radio Locations
- TA-53 emergency notification contact list (current version)

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TA-53 SWANS Radio Locations

- MPF-1145, TA-53 Entrance Gate
- MPF-2, LANSCE-2 Staff Shop
- MPF-1, LANSCE Visitor Center
- MPF-1, LANSCE Training Office
- MPF-4, Central Control Room (kept in LANSCE-6 group office when CCR is not manned)
- MPF-882, Facility Management Group Office
- MPF-622, Lujan Center Administrator's Office